



St Joseph's Manildra

School IT Plan

Element	Area	Current Practice	Target Practice	Actions What?	Resources & Budget How? Costs?	Responsibilities Who?	Timeline When?	Success measure
Leadership – Enabling Teaching & Learning	ICT Plan Policy	<ul style="list-style-type: none"> There is no IT plan. Updated policy document. 	To develop a shared IT Plan and, and up to date policy for St Joseph's School.	Investigate current situation at St Joseph's – carry out an audit of resources.	Parents and Friends committee	Class Teachers	2013	Current policy & IT Plan.
						IT coordinators	2013	All school community members are aware of the school's IT vision.



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	Cyber Safety	Update current guidelines & formulate Cyber Bullying Policy.	<p>Establish a Cyber Bullying policy to be included in the school well being policy.</p> <p>Develop guidelines for acceptable use of internet, that are sent home at the beginning of each year and signed by parents – and students in Years 3-6.</p> <p>-Acceptable use of IT in classroom guidelines to be developed and signed by teachers.</p>	<p>-Development of policy & guidelines</p> <p>-Display guidelines in classrooms</p>	<p>Internet sites – Cyber Bullying Letters to Parents</p> <p>Parent meetings on use of Internet</p> <p>-Cybersmart government website 'e-buddy' program</p>	Principal IT Teachers	2012-2013	<p>-A clear strategy exists for dealing with Cyber Bullying</p> <p>-Teachers well informed of guidelines</p> <p>-Parents well informed of developed guidelines.</p>
	iPads	iPads currently utilised within school environment	Investigate use of iPads within classroom settings	<ul style="list-style-type: none"> Purchase iPad apps age appropriate 	<p>\$???</p> <p>iTunes card for apps</p>	IT coordinator Principal & Teachers	2013	Design correct strategy for appropriate iPad usage within the classroom context



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Leadership - Enabling Teaching & Learning	School Website	School Website used as an effective way of communicating to parents and promoting the school	Continue the development of the school website as a vital means of communication – eg. School newsletter, calendar, policies, curriculum information.	Ensure information is accurate, up-to-date and out dated posts are deleted. Further develop Website. Use as a more effective form of communication to parents and wider community	Website upgrade cost	Principal Administration	Annually 2013	- Community usage of website parent & Manildra/ Cabonne community
			Keep the school website current.			Class Teachers	Continually	
			Use the school website to showcase student’s work.	Staff to provide class work to add to the website on a regular basis.	NIL	Class Teachers & Administration	2012	Response -Continual contribution of classroom teachers



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Teacher Capability Developing Professionals	IT in Classrooms	Limited discussion about successes using IT in classrooms	Ongoing usage for staff in the use of Smartboards and iPads	Staff members discuss at the beginning of each term and establish a plan for achieving an IT goal	Staff Meeting.	Class teachers and IT coordinator.	2013-2014	Staff IT Competency + increase usage by all teachers
	Developing Knowledge & Resources from External Sources	Limited attendance to IT Professional Development	Conduct school visits, attend in-services to enhance teacher understanding and use of ICT in the classroom. -	Staff to attend in-services and workshops . - Staff self-enrol	Professional Development. Work collaboratively Staff	Class teachers Principal Staff	2013-2014	Increase usage & confidence by staff with new IT Resources Success in classroom
	National Curriculum	The development of the National Curriculum is now complete by BOS.	Subscribe to BOS newsletters	- Staff meetings - CEO meetings - programming	- Casual teacher - Pupil Free Days (CEO)	CEO Hub & Spokes Principal Teachers	2013-2014	-Smooth transition into the understanding and use of the new curriculum.



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Learning Resources - Supporting Learners	Documentation/ Scope & Sequence of Learning	IT Skills are taught to students in K-Year 6 within lessons. ICT lessons.	Work towards integrating IT throughout the curriculum. Teachers to use a School IT Scope and Sequence to determine skills to be taught in each year level annually and documented in programs.	Develop an appropriate Scope and Sequence	Time	Class Teachers - support available from the IT coordinator.	2013-2014	IT embedded in class programs
	Teamboards	Students are provided some opportunities in some curriculum areas to use IT. Smartboards use appropriately as an education tool	Teachers to design and implement lessons to be used with Teamboards.	Match learning content to experiences & learning on internet sites.	NIL	Class Teachers Teamboards	2013-ongoing	Sharing of resources by staff.
	Laptops/Desktops/iPads	Laptops used at various times throughout the week	In 3-6 and K-2 classrooms increase use of Laptops within routine lessons.	Plan lesson incorporating the use of laptops	Laptops/desktops/iPads	Teachers	2013-ongoing	Students learning supported by the use of technology
	Laptop/desktop	Students beginning to develop multimedia presentations	Work with Primary class multimedia presentation as evidence of learning.	Primary students plan & produce presentations	Teacher	Teacher	2013-ongoing	Presentation of Primary class powerpoint presentation



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	Internet Learning Sites	Teachers using Internet Resources and becoming familiar with sites	Increase the use of: <ul style="list-style-type: none"> - Ideal Resources - SKWIRK - Study Ladder. - Liturgy.com - Copacabana 	Students learning extended through use of IT multimedia & teacher resource programs enhanced	SKWIRK Ideal Resources Study Ladder & liturgy.com Subscriptions	Class teachers	2013 - ongoing	Students learning supported by use of internet learning
	Internet logons for Homework	Internet sites can be logged onto for homework opportunities	Set homework for class using internet sites/wikis	Investigate and trial the use of Homework tasks completed on-line	NIL	Class Teachers	2013-2014	The number of students completing on-line tasks



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Infrastructure - Building Infrastructure	iPad case to be bought	iPads are transported individually	Establish a 4 Year Plan for the upgrade and replacement of equipment.	The Principal will create a plan.	Approximately \$???? Per annum?	School Principal IT coordinator Staff	2013 & ongoing	A budget that allows for the ongoing upgrade and replacement of equipment.
	Digital Cameras	Each class has access to a digital camera in the school	Update digital cameras	Investigate purchasing of digital cameras and / or iPods, extra iPads for purpose of photographing & use in lessons.	P&F?? School Budget	School P&F Principal Teachers	2013-2015	Embedding photos into work. Use for school publicity. -Evaluation & assessment photos of student work